

ReLeaf Meeting

May 2, 2022 @ 1:00 pm

Via Zoom

Attendance: Alacia Acton, Maggie Bacon, Ryan Buchler, March Dye, John Friend, Melinda Jones (ReLeaf) and Kate Tuttle (ReLeaf)

This was an organizational meeting for ReLeaf to discuss their processes in relation to the community planting grant that will include 20 trees from DTE.

ReLeaf has planted over 30,000 trees on public land with more than 400 communities since 1988. Their community planting project is a turn-key process that has been honed over many years.

The Village has signed and returned the 3-year maintenance agreement.

1. Site selection. Best practice is to keep the site selection to no more than 2 locations. (Note: ReLeaf recognizes the Village is 1.1 square miles – loss of volunteers from one site to another may not present the same challenges as a larger village or city.)

2. Kate Tuttle will complete a site visit to determine best trees for the site(s) selected.

3. Trees. Village can expect the trees to be 1.5 inches and between 5 and 8 feet tall. They will be delivered either in containers or wrapped in burlap. Village has a front loader that can, likely, provide unloading services – **it is imperative to keep John in the loop on this.** Kate Tuttle will be present during the unloading.

4. ReLeaf will handle the ordering of the 20 trees and 20 tree gators. During the discussion, the Village DPW Superintendent, John Friend, indicated we may have as many as 30 tree gators. They will check on the condition of those gators. John also recommended having tree wrap available. Melinda said that was possible.

5. Village Resources needed.

- Number of volunteers needed: 25-35.
- Supply of mulch (John indicated we have an unlimited supply?),
- Source of Water (Village has access to a water tank truck),
- Hole digging (does the Village have a hole digging auger?). Holes should be 24x36.
- Refreshments for the morning (consider reaching out to local businesses for donations
- Table and supplies for volunteer sign-in
- Ceremony will include comments from DTE rep and ReLeaf rep. Consider inviting local “dignitaries” (Village President, Township Supervisor, County Commissioner, Linda Payment).

6. ReLeaf. Once a date has been determined, (we are currently looking at Mid-September), ReLeaf will create a draft flyer and press release that can be posted to the local paper. It will include a RSVP site for Releaf to gather names, addresses, etc. That information can be downloaded and shared with the Village on a regular basis via excel spreadsheet. In addition, ReLeaf will request volunteers complete a Liability Waiver and Photo Release.

Meeting adjourned at approximately 1:30.

Respectfully Submitted

Maggie Bacon